

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH11922993

DATE POSTED: 03/08/22

POSITION NO: 238242

CLOSING DATE: 03/28/2022 by 5pm

POSITION TITLE: Cook

DEPARTMENT NAME / WORKSITE: Division of Aging & Long Term Care Support - Hogback, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ57A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>25,243.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>12.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Plan and prepare hot meals for home delivery and congregate meal participants daily. Tasks require use of specialized knowledge in preparing food for elderly clientele; daily cleaning and sanitizing kitchen area, equipment, dishes, pots, pans, utensils, and food warmers used in the meal process. Assures home delivered meals are packaged and delivered promptly. Cleans and sanitizes tables and chairs after each meal. Ensures food is properly stored and preserved; daily inspection of the quality of food, utilizing proper storage containers and labels. Ensures storage of food is according to sanitation requirements. Maintains logs of refrigerator and freezer temperatures, food temperatures and daily client unit counts. Maintains a daily inventory of food supplies and its uses. Responsible for daily meal unit count tabulation, food expenditures and inventory control. Compile monthly reports for monthly food production and submit to supervisor. Purchase food according to approved menus and food inventory. Ensures eligible clientele are given first priority to prepared meals. Supervise kitchen volunteers, physical education, fund raisings, health screenings and field trips. Assumes driver responsibilities when required. Attend all required trainings and meetings. Maintains a pleasant, clean, orderly, friendly environment when serving elderly clientele in all areas of service delivery; being sensitive to elderly needs, in addition to providing sanitation check off list for center rest rooms. Delegation as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of experience in large scale institutional cooking; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid Food Handler's Permit.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of established regulations and guidelines concerning food and meal preparation and service; knowledge of the proper care and use of institutional food preparation equipment; knowledge of the principles of healthy eating; knowledge of the proper procedures in cleaning institutional food preparation equipment; knowledge of the proper temperature for cooking foods in an institutional environment.

Skill in planning menus; skill in maintaining sufficient food supplies; skill in the use of standard food preparation and cooking equipment; skill in preparing nutritious and appetizing meals.

Ability to prepare and serve large quantities of food and/or meals; ability to follow oral and written instructions.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**

# JVA PROCEDURES

DOH11922993

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

12.09

## FOR PROGRAM USE ONLY

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: 07/05/19

Approved by: \_\_\_\_\_ Lucinda Martin

Title: Health Services Administrator Date: 07/05/19

## FOR PERSONNEL USE ONLY

Dept. No: \_\_\_\_\_ Business Unit #: \_\_\_\_\_ Budget Amount: \_\_\_\_\_

Occupied? \_\_\_\_\_ Vacancy Date: \_\_\_\_\_ Position Status Date: \_\_\_\_\_

Classified Title: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_